

Duties of the PCMG Second VP (revised 2024)

General summary:

The second VP is to act as advisor, mentor, and coordinator to the standing committee chairs and to serve as the committees' liaison to the executive board. If difficulties arise on an individual standing committee, the 2nd VP can provide support to both the committee and the executive board.

Specific duties:

-The 2nd VP conducts an orientation of standing committee chairs (and co-chairs) in January or early February.

- The 2nd VP assists the first vice president in the annual training of project chairs and co chairs.

-Recruits chairs for each standing committee and assist with recruiting members (along with the chair) needed to maintain the purpose of each standing committee.

-Communicates with standing committee chairs monthly and submits a report of activities to the board

-Reviews standing committee chair job descriptions annually and make adjustments as needed

-Sends an evaluation to standing committee chairs in September/October with a summation report sent to the president.

-serves on the nominating committee

-serves on the PEST committee

-recognizes the service of standing committee chairs and co chairs

-presents PowerPoint on standing committees during newbie training

-recruits new committee members among the newbies

-recognizes the past presidents periodically at the annual holiday luncheon

Overview:

The main goal of the 2nd VP term is to learn the intricate workings of the standing committees in order to assist the president, the board and to use this knowledge as president in the future. Supporting and mentoring the committees via the chairs and co chairs is essential in making our committee system work. Without our standing committees we are a "bare bones" organization.

